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ABSTRACT

The responsibilities of Chicago Online Users' Group (COLUG) officers, coordinators, liaisons, and committee chairpersons are described in this manual. All descriptions identify the type of position (elected or appointed), its length of term, its general responsibilities, and its duties. The manual was devised to (1) inform COLUG members of their duties, (2) apprise the planning committee of each position in order to monitor activities entrusted in the elected and appointed positions, and (3) serve as a resource for fledgling online user groups in their attempts to solidify their organizational structures. Appendices provide sample form letters and evaluation sheets, as well as a COLUG organization chart, a membership profile, a brochure, the COLUG constitution and by-laws, a sample agenda, and a sample annual survey. (PM)

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THE CHICAGO ONLINE USERS' GROUP (COLUG)

PROCEDURES AND FORMS MANUAL

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I. INTRODUCTION

The Bylaws adopted by the Chicago Online Users' Group (COLUG) in January, 1979, delineated the duties of the Officers (Chairperson, Vice-Chairperson, Recording Secretary/Newsletter Editor, and Treasurer). Because of the embryonic state of COLUG at that time, it was difficult, indeed impossible, to anticipate the activities that would ensue as a result of the group's growth--in terms of membership, coordinator positions, and committee chairperson positions. In response to that growth, it is perforce that many of the duties and attendant responsibilities of the Officers, Coordinators, and Committee Chairpersons be clearly defined.

This document was devised: (1) To inform Officers, Coordinators, Liaisons, and Committee Chairpersons of their respective duties; (2) to apprise the Planning Committee of the responsibilities of each position in order to monitor activities entrusted in the elected and appointed positions; and (3) to serve as a resource for fledgling online user groups in their attempts to solidify their organizational structures.

The format of the manual was designed as a quick reference tool. Most positions are described in the following manner. (All positions will be formatted in similar fashion imminently.)

1. Purpose
2. Type of Position (i.e., elected or appointed)
3. Length of Term
4. General Responsibilities--which provides an overview of the position.
5. Duties: Frequency and Deadlines--which is a delineation of the requisite tasks, frequency of the tasks, and deadlines when applicable.

The following duties were used. (Only those duties that pertain to a particular position will be listed under that position. Duties are listed alphabetically.)

Budget
Committee Formulation
Correspondence
Election
Files
Forms/Materials
Lists
Literature Review/Sources
Mail
Distribution
Meetings
Announcements
Attendance
Coordination
Membership Involvement Campaign

Orientation--refers to period whereby incoming individual is learning the tasks of a given position by the outgoing individual.

Position Refinement

Publications

Recruitment

Reports

Surveys

Training--refers to training of new Officer, Coordinator, etc., by outgoing Officer, Coordinator, etc.

Other

As Chairperson for the 1979-1980 year, I submit this Procedures and Forms Manual. Suggestions are welcomed.

Rebecca A. Gonzalez
COLUG Chairperson, 1979-1980

II. RESPONSIBILITIES OF OFFICERS

A. Chairperson

1. Maintain Archives.
 - 1.1 Archives will contain all correspondence to be organized chronologically.
 - 1.2 Officers and Coordinators will send all pertinent correspondence at the expiration of their respective terms, for inclusion in the archives. Chairperson will file in the appropriate sections.
 - 1.3 Pertinent files to be maintained include:
 - (a) Committee Correspondence
 - (b) Attendance Sheets for Planning Committee Meetings
 - (c) Attendance Sheets for General Membership Meetings
 - (d) Attendance Sheets for Workshops
 - (e) Evaluation Sheets for General Membership Meetings
 - (f) Evaluation Sheets for Workshops
 - (g) COLUG Newsletters
 - (h) Promotional Materials about Database Producers, Vendors, etc.
 - (i) COLUG Membership List
 - (j) Correspondence to External Professional Organizations
 - (k) Speakers' Bureau File
 - (l) Minutes of General Membership Meetings
 - (m) Minutes of Planning Committee Meetings
 - (n) Reports by Regional Midwest Coordinator
2. Call and conduct Planning Committee Meetings.
 - 2.1 Prepare and disseminate cursory agenda two weeks prior to meeting.
 - 2.2 Call all Officers and Coordinators several days in advance to secure information as to attendance at meeting.
 - 2.3 Prepare and disseminate detailed agenda at Planning Committee Meeting. (See Section VI, I.)
3. Call and conduct General Membership Meetings.
 - 3.1 If the Chairperson so decides, the Program Coordinator or Coordinator for a meeting may introduce the speaker(s). The Chairperson will be expected to make any announcements concerning imminent events and/or status of projects.
 - 3.2 The Chairperson will be expected to secure the Attendance Sheets and Evaluation Sheets subsequent to a meeting from the Program Coordinator or Coordinator of the meeting.
4. Secure a Calendar of Events from the Program Coordinator for the COLUG calendar year. (See Section III, A.) Assist incoming Chairperson, Vice-Chairperson and Program Coordinator to formulate forthcoming year's calendar of events.

5. Monitor all projects and committees of COLUG. All Committee Chairpersons and Coordinators will be appointed. All Committee Chairpersons will report directly to the Chairperson.
6. The Chairperson and concomitant Regional Midwest Coordinator will participate as members of the following organizations:
 - (a) Steering Committee of the National Online User's Circuit, and
 - (b) COLUG liaisons to the local ASIS Chapter.
7. The Chairperson will submit a monthly letter to the membership via the Newsletter. The letter should encompass such information as status of activities, issues, etc. (See Section II,C.)
8. Conduct an annual survey in September to ascertain future purview of the group and to elicit the membership's satisfaction/dissatisfaction with past meetings (i.e. topics, locations, time, cost and speakers), Newsletter contents and other salient features of the group's activities. (See Section VI, J. for survey sample.)
9. Continually strive to ferret out capable individuals for future nomination of Officer positions, Coordinator positions, and Committee positions. Determine employer's support that prospective candidate would have. An employer's support is of paramount consideration in the performance of various activities.
10. Acquaint new-elected Chairperson with organizational structure and administration of COLUG.
- 10.1 Submit all archives to incoming Chairperson within first month of term.
- 10.2 Introduce incoming Chairperson at first annual meeting in September. The newly-elected Chairperson will not be expected to call and conduct the first annual meeting.
11. Maintain a current list of General Members and of Planning Committee Members. Obtain from the Mailing List Coordinator. (See Section III,F.)
12. Submit Annual Report at conclusion of term. Annual Report will include but not be limited to the following:
 - (a) Changes in Organizational Structure
 - (b) Budget over the year
 - (c) Evaluation, Analysis of all Meetings
 - (d) Membership Profile
 - (e) Publications
 - (f) Money-Making Endeavors
 - (g) Recommendations

B. Vice-Chairperson

1. Introduce incoming Vice-Chairperson to tasks and responsibilities during first month of office.
2. Support Chairperson in any additional activities such as:
 - (a) Monitoring committee(s) activity, and
 - (b) Responding to queries concerning COLUG.
3. Call and conduct Planning Committee and General Membership Meetings in Chairperson's absence.
4. Continually strive to ferret out individuals that would be viable candidates for nomination.
5. Assist in monitoring Coordinators and Officers in performance of activities.
6. Compile suggestions obtained via Suggestion Column in Newsletter. Consolidate and submit to database producers, vendors, etc.
7. Maintain projects file. Prioritize projects. Immediately contact new members and solicit help.
8. The incoming Vice-Chairperson will be expected to meet with the outgoing Chairperson, incoming Chairperson and Programming Coordinator to determine Calendar of Events for forthcoming year.
9. Finally, the Vice-Chairperson will be expected to report at every Planning Committee Meeting regarding the status of current activities, responsibilities, etc.

C. Recording Secretary and Newsletter Editor

1. Duties as Recording Secretary comprise the following:
 - 1.1 Take minutes of all General Membership Meetings. Compile notes and issue in subsequent Newsletter. Retain one (1) copy of minutes for folder and submit copy (2) to Chairperson for inclusion in the archives.
 - 1.2 Take minutes of all Planning Committee Meetings and report at subsequent Planning Committee Meeting. Compile notes and issue in edited form in subsequent Newsletter. Retain one (1) copy of minutes in folder and submit copy (2) to Chairperson for retention in archives.
 - 1.3 In case of inability to attend any meetings, assign a replacement well in advance (2-3 weeks prior to the meeting). Apprise Chairperson of the situation.
 - 1.4 Copies of any correspondence should be sent to the Chairperson at the conclusion of term.
2. Duties as Newsletter Editor encompass the following:
 - 2.1 Maintain file with original copy of all Newsletters. Submit file at expiration of term.
 - 2.2 Obtain 50-75 additional copies of every monthly Newsletter. Submit 25 copies to each of the following individuals:
 - (a) The Regional Midwest Coordinator
 - (b) The Chairperson
 - 2.3 Serve as conduit between printer and Mailing List Coordinator.
 - 2.3.1 On a monthly basis, ensure that the printer will print the Newsletter and mail copies by contacting him/her prior to sending the Newsletter for publication.
 - 2.3.2 Contact Mailing List Coordinator by beginning of month requesting that mailing labels be sent by second week of month. If several sets of mailing labels have been forwarded, contact Mailing List Coordinator to ascertain whether any address changes or other modifications are needed. Mailing List Coordinator is responsible for submitting any changes (i.e. address changes, deletion of addresses, or inclusion of new items).
 - 2.4 Items for inclusion in the Newsletter will be subject to change. Tentatively, the topics will include the following:
 - (a) Cover page with table of contents
 - (b) Verso of cover page to include a delineation of Officers and Coordinators and concomitant addresses and phone numbers. COLUG's post office box must also be included.
 - (c) Synopsis of immediate past General Membership, Database Workshop, and/or Planning Committee Meetings.
 - (d) Chairperson's monthly letter apprising membership of status of projects, issues, etc. (See Section II, A.)

- (e) Calendar of Events which will include both COLUG's Meetings and external professional organization meetings. The Newsletter Editor will obtain information regarding external meetings via the Program Coordinator. See Section III,A.) Meeting information should comprise: Contact person, place, time, date, speaker(s), topic(s), cost, and any additional, pertinent information.
 - (f) Coupon for change of address and/or to alert the Mailing List Coordinator of difficulty in receiving Newsletter.
 - (g) Personal Column will contain information such as: Welcoming new general members; Informing the Membership of COLUG members that have left the local group; and Promotions of COLUG members within their organization, etc.
 - (h) Response Time Column providing a search strategy quiz.
 - (i) Job Announcements which will be provided by Placement Coordinator. (See Section III,C.)
 - (j) Conference Meeting Reports by objective attendees. If the Newsletter Editor is not acquainted with attendees, the Midwest Regional Coordinator will be expected to identify individuals.
 - (k) Suggestion Sheet allowing the members to respond to issues and/or problems experienced with the information industry.
- 2.5 The Newsletter must be completed and submitted to the printer by the third week of the month.
 - 2.6 The Newsletter Editor must ensure that all items of information in the aforementioned section (2.4) have been incorporated in the monthly Newsletter. If submittal deadlines are not met, it is incumbent on the Newsletter Editor to contact sources of information and obtain requisite material.
 - 2.7 The Newsletter Editor will obtain copies of newsletters published by other online user groups via the Regional Midwest Coordinator, and, in doing so, glean novel ideas for adoption in COLUG Newsletter. (See Section III,D.)
 - 2.8 To effect a smooth transition between Newsletter Editors--i.e., incoming and outgoing Newsletter Editors--the outgoing Editor will be responsible for abetting the newly-elected Editor in the functions of the office and acquainting the new Officer to the requisite activities in devising and disseminating the Newsletter. The outgoing Editor will be expected to assist the incoming Editor in the first compilation of the Newsletter. The incoming Editor will resume the entire responsibility only beginning in September.
 - 3. Finally, the Recording Secretary and Newsletter Editor must actively ferret out individuals who would be viable candidates for this office.

D. Treasurer

1. The Treasurer will introduce the incoming Treasurer to the requisite activities and responsibilities during the first month of term.
2. The Treasurer will report on status of coffers at every Planning Committee Meeting. A monthly record shall be maintained and a report submitted at every Planning Committee Meeting providing the following:
 - 2.1 Expenditures for:
 - 2.1.1 Mailing Costs of Newsletter
 - 2.1.2 Printing Costs of Newsletter and other items, i.e., Brochure, Stationery, etc.
 - 2.1.3 Meeting Room Costs
 - 2.1.4 Speaker's Fees
 - 2.1.5 Refreshment Costs for Meetings and/or Parties
 - 2.1.6 Miscellaneous Costs, e.g., Costs Incurred by Committees
 - 2.2 Revenues from:
 - 2.2.1 Membership Dues
 - 2.2.2 Speakers
 - 2.2.3 Miscellaneous Fund-Raising Activities
 - 2.2.4 Meeting Fees
 - 2.3 Six-Month Projection of financial status predicated on expenditures and revenues over a three-month period.
3. The Treasurer will be responsible for proffering suggestions for various fund-raising activities to augment the coffers. Likewise, any methods that will alleviate unnecessary expenditures or diminish expenditures shall be propounded by the Treasurer.
4. Upon receipt of any membership dues, the Treasurer will:
 - 4.1 Document the amount received, date received, type of membership dues, status (new or renewal), etc.
 - 4.2 If requested, a receipt will be sent. Otherwise, the returned check should serve as the receipt.
 - 4.3 Five copies of each membership profile shall be disseminated to the following individuals on a monthly basis (by the first week of each month):
 - 4.3.1 Chairperson--The copy of the membership profile will be inserted in the archives within "Membership Profiles" section.

- 4.3.2 Membership Coordinator--Information from the membership profile will be transposed to 3x5 index cards with all necessary information.
- 4.3.3 Mailing List Coordinator--Information from dues sheet or profile will be used to update mailing label file. Since the Chairperson is currently serving as the Mailing List Coordinator, only one copy of a membership profile will be sent to Chairperson. Upon receipt of the profile, the Chairperson (and Mailing List Coordinator) will make any modifications necessary to the mailing label file.
- 4.3.4 Newsletter Editor--Only new member profiles will be sent to the Newsletter Editor for inclusion in the "Personals" column.
- 4.3.5 Hospitality Coordinator--All copies of membership profiles, whether new or longstanding--should be sent to the Hospitality Coordinator. With respect to new members, the Hospitality Coordinator will send a welcome letter to the particular member. (See Section VI,C.) Included in the welcome letter will be an invitation to join the Planning Committee. Additionally, longstanding members, who request to become Planning Committee Members, will be sent welcome letters from the Hospitality Coordinator. (Section VI,D.)
- 5. All correspondence to COLUG will be channeled via the Treasurer. It is assumed that the majority of mail will be dues. Any other correspondence will be sent to the respective individuals.
- 6. The Treasurer will become acquainted with other COLUG members and proffer suggestions to the Chairperson for replacement.
- 7. The Treasurer will assist the Chairperson, Membership Coordinator, and Chairperson of the Membership Directory Committee in the compilation of the Annual Membership Directory. The Directory will be compiled and disseminated annually in the summer months.
- 8. Finally, the Treasurer will submit a yearly report to the Internal Revenue Service regarding the financial status of COLUG.

III. RESPONSIBILITIES OF COORDINATORS

A. Program Coordinator

1. The Program Coordinator will secure a list of all meetings by external professional organizations--local, national and international.
 - 1.1 This list will be utilized for a two-fold purpose:
 - 1.1.1 To circumvent conflicting meeting dates, and
 - 1.1.2 To alert COLUG of feasible exhibit areas at conferences.
 - 1.2 Four copies of the Calendar of Events will be provided to the following individuals:
 - 1.2.1 The Chairperson for inclusion in the archives,
 - 1.2.2 The Regional Midwest Coordinator to prepare well in advance, the logistics of exhibiting at conferences, meetings, etc., and
 - 1.2.3 The Recording Secretary and Newsletter Editor. The Newsletter Editor will cull information on the most salient meetings that the membership should be apprised of for inclusion in the monthly Calendar of Events.
 - 1.2.4 Workshop Coordinator for alternate, plausible dates.
2. The Program Coordinator will maintain a Speakers' Bureau File which should include exhaustive information on past and future speakers, such as:
 - 2.1 Name of Speaker
 - 2.2 Topic of Speech
 - 2.3 Academic Credentials
 - 2.4 Current Title/Position
 - 2.5 Current Employer
 - 2.6 Years of Experience
 - 2.7 Place of Residence
 - 2.8 Date of Presentation for COLUG Meeting
 - 2.9 Related Costs for Presentation.
3. The Program Coordinator is instrumental in launching meetings and in the direction of those meetings. Accordingly, the Program Coordinator will meet with the outgoing Chairperson, incoming Chairperson and Vice-Chairperson and provide program topics for an entire year in the month of July. The Program Coordinator must garner a copious selection of ideas for meetings during the entire year. A suggestion list must be submitted to the Planning Committee at every meeting for revision or addition of future topics.

4. The Program Coordinator will maintain an up-to-date file of organizations and concomitant contact individuals at these organizations that would be amenable to offering their facilities. If any costs are levied for this privilege, such information should be juxtaposed. Likewise, a list of restaurants will be maintained. Costs of meals, form of payments, and additional information on past meetings will be noted.
5. A "Coordinators List" will be maintained. Phone numbers, addresses, and organizational affiliations of Coordinators will be updated in this file.
6. For every Workshop, General Membership, or Planning Committee Meetings, the following activities must be adhered to*:
 - 6.1 If the meeting is a Workshop, the Workshop Coordinator should make arrangements. However, it is incumbent upon the Program Coordinator to monitor all meetings. The Workshop Coordinator must be instructed to provide all information concerning the meeting and orchestrate activities in a satisfactory fashion.
 - 6.2 If the meeting is a General Membership Meeting, the following tasks and subtasks must be executed in the following sequence:
 - 6.2.1 Assign a Coordinator for every General Membership Meeting. If no Coordinator can be found, the Program Coordinator must serve in that capacity.
 - 6.2.2 Determine place of meeting and if there are any costs for a meeting room. If costs need to be levied, contact the Chairperson to determine meeting fees. Also, reference should be made to "Host Organizations" file (see 4, above) to extract names of organizations that would be amenable to a meeting.
 - 6.2.3 Determine type of meeting, i.e., dinner or refreshments only.
 - 6.2.4 Determine time of meeting.
 - 6.2.5 Invite speaker(s) via phone. Follow-up with a confirmation letter including details of meeting and information about COLUG (brochure). The letter should request a resume of the speaker(s) for inclusion in the Speakers' Bureau File, an abstract of the talk, if possible, and length of presentation.
 - 6.2.6 Contact speaker by phone one week in advance to confirm meeting.

*See Section VI, F.

- 6.2.7 Apprise the following individuals of the final arrangements no later than between two and three months before the meeting: Publicity Coordinator, Chairperson, and Newsletter Editor. Detailed information must be given to the Newsletter Editor and submitted by the second week of every month. Newsletter Editor will be apprised of level of meeting, i.e., beginner, intermediate and/or advanced.
- 6.2.8 For the meetings, the following materials must be available and disseminated:
- (a) An Attendance Sheet. (See Section VI, L.). All Attendance Sheets must be submitted to Chairperson.
 - (b) An Evaluation Sheet. (See Section VI, M.). All Evaluations Sheets must be submitted to Chairperson.
 - (c) Name Tags must be distributed at inception of meetings.
 - (d) Announcements of imminent meetings.
 - (e) COLUG Brochures.
 - (f) Sample of Introductory Guide.
 - (g) If refreshments will be served, ensure that the items delineated on the Checklist in the Appendix are provided (Section VI, F, No. 4).
 - (h) Program, if any, should indicate level of meeting.
- 6.2.9 If any rental costs were incurred, contact Treasurer and request remittance.
- 6.2.10 Subsequent to meetings, contact Hospitality Coordinator and relay following information:
- (a) Speaker(s), Topic(s), Date of Meeting, and Mailing address, and
 - (b) Host Organization, and Mailing Address.
- The Hospitality Coordinator will be responsible for forwarding thank-you letters to the speaker(s) and host organization.
- 6.3 For a Planning Committee Meeting, steps 6.2.1, 6.2.2, 6.2.3, 6.2.4, and 6.2.9, should be adhered to.
- 6.4 All copies of correspondence regarding meetings must be sent to the Chairperson.
7. The Program Coordinator will additionally coordinate all special projects and special project committees (e.g., COLUG Brochure, Workshops, money-making ventures (in conjunction with the Treasurer)).
8. Finally, the Program Coordinator will recommend a successor to the Chairperson and assist incoming Program Coordinator to responsibility of office.

B. Workshop Coordinator

1. Workshop Coordinator will work under the Program Coordinator.
- 1.1 The Program Coordinator will monitor Database Workshops and ensure that Workshops are conducted properly.
- 1.2 If the Workshop Coordinator cannot coordinate or attend a database Workshop, then it is incumbent on the Workshop Coordinator to assign a Coordinator for the Workshop well in advance.
- 1.3 If Workshop Coordinator cannot attend, the alternate Coordinator will be instructed in logistics and registration procedures. Include details of meeting and hotels in area.
2. Workshop Coordinator will call database producers at least 3-4 months in advance and finalize agenda.
- 2.1 Workshop Coordinator will call database producer and request a workshop be scheduled on a given date.
- 2.1.1 Workshop Coordinator must obtain following information:
 - (a) Cost
 - (b) Date or alternate date if preferred is not feasible.
 - (c) Time
 - (d) Program--morning and afternoon session
 - (e) Level of Presentation--i.e., Beginning, Intermediate, Advanced.
 - (f) Types of audiovisual equipment necessary.
 - (g) Hardware--terminals, monitors, etc.
 - (h) Speaker and Speaker's Background.
- 2.2 Upon telephone confirmation of database producer's commitment, Workshop Coordinator will determine the following:
 - (a) Host Organization
 - (b) Related Costs, if any
 - (c) Contact Person--if other than Coordinator
- 2.3 Once speaker and host organization are secured, the following must be done:
 - 2.3.1 Contact Publicity Coordinator, Chairperson, Newsletter Editor and Program Coordinator of plans.
 - 2.3.2 Send letter of confirmation to speaker. Request a resume for Speaker's file. Also, speaker information should include the following:
 - (a) Name of Speaker
 - (b) Topic
 - (c) Academic Credentials
 - (d) Current Title/Position
 - (e) Current Employer
 - (f) Years of Experience
 - (g) Place of Residence
 - (h) Date of Presentation for COLUG Meeting
 - (i) Related Costs for Presentation

Send copy of letter of confirmation to Chairperson. Upon receipt of speaker information, enter copy in Workshop Speakers' Bureau File and send 1 copy to Program Coordinator for inclusion in Speakers' Bureau File. (See III,A,2.)

2.3.3 Contact host organization and determine following:

- (a) Equipment available on premises
- (b) Restaurants or cafeteria facilities in proximity
- (c) Refreshments available by host organization
- (d) Size of rooms and most suitable conference rooms

2.3.4 Prepare materials for dissemination or display. These should include following: (Also, III,A, 6.2.8)

- (a) Attendance Sheets. All must be submitted to Chairperson.
- (b) Evaluation Sheets. All must be submitted to Chairperson.
- (c) Name Tags to be distributed at inception of meetings.
- (d) Announcements of imminent meetings.
- (e) COLUG Brochures.
- (f) Sample of Introductory Guide and/or other COLUG publications.
- (g) Program sheets for Workshop which should indicate: level of meeting, speaker, agenda, etc.
- (h) For refreshments information see Section VI, F, no. 4.

2.3.5 Contact Treasurer if any costs are incurred and obtain approval.

2.3.6 Maintain lists of registrants and fees remitted.

2.4 At the Workshop, the following should be done:

- (a) Arrive 1-1½ hours in advance to organize.
- (b) Ensure that attendance sheets are signed upon arrival of attendees.
- (c) Make any announcements.
- (d) Introduce Speaker.
- (e) Ensure that evaluation sheets are signed and submitted.
- (f) Thank Host Organization.

2.5 Subsequent to Workshop, do the following:

2.5.1 Contact Hospitality Coordinator and relay following information:

- (a) Speaker, Topic, Date of Meeting, Mailing Address
- (b) Host Organization and mailing address.

Hospitality Coordinator will send thank-you letters to respective individuals.

2.6 The Workshop Coordinator will maintain the following files and submit at conclusion of term, to the incoming Chairperson:

- (a) Database Workshop Speakers' Bureau
- (b) Any COLUG correspondence
- (c) Host Organization File (See III, A., 4.)
- (d) Coordinators' List (See III, A, 5.)

- 2.7 The Workshop Coordinator is expected to attend all Planning Committee Meetings or send a representative. The Workshop Coordinator will be asked to report on status of imminent workshops.
- 2.8 Finally, the Workshop Coordinator is expected to suggest a replacement. The last two months of Workshop Coordinator's position will be spent in planning for imminent year and training incoming Workshop Coordinator.

C. Placement Coordinator

1. Placement Coordinator is responsible for ferreting out positions that are of interest to COLUG members.
2. Placement Coordinator will routinely peruse the following journals, periodicals, newspapers or contact the following joblines and locate jobs of interest:
 - (a) Chicago Tribune
 - (b) Special Libraries Asso. Journal/Jobline
 - (c) MLA Jobline
 - (d) ASIS Jobline
 - (e) ALA Jobline
 - (f) Online Journal
 - (g) Online Journal Review
 - (h) North Suburban Library System
- 2.1 Jobs of interest will be cursorily described, typed and submitted to the Newsletter Editor three weeks prior to printing of Newsletter.
- 2.2 Before submitted to Newsletter Editor, Placement Coordinator will contact relevant organizations and determine status of job announcements--i.e., whether job has been filled or not.
3. Placement Coordinator will be responsible for maintaining Jobs File and Correspondence File, both of which will be submitted to incoming Chairperson at conclusion of Placement Coordinator's term.
4. Placement Coordinator will suggest a replacement for the position.
- 4.1 Placement Coordinator will be expected to train incoming Placement Coordinator during last two months of term.
5. Placement Coordinator will be expected to attend all Planning Committee Meetings and report on status of activities and proffer suggestions.

D. Regional Midwest Coordinator

1. Purpose

To serve as a liaison between COLUG and other Midwest online user groups.

2. Type of Position: Appointed by Chairperson

3. Length of Term: 12 months, or more if reappointed

4. General Responsibilities

4.1 To serve as a conduit between COLUG and other Midwest online user groups.

4.2 To relay information about COLUG activities/meetings to Midwest online user groups.

4.3 To relay information about other Midwest online user groups activities to COLUG members.

4.4 To serve as a COLUG liaison to the National Online Circuit.

4.5 To serve as liaison on ASIS local chapter board (if ASIS member).

4.6 To enhance communication between online user groups in the Midwest by coordinating the Annual Midwest Regional Online Users' Group Conference or abetting other groups in coordinating the Annual Meeting.

4.7 To coordinate the Annual Search Strategy Clinic.

5. Duties: Frequency and Deadlines

5.1 Committee Formulation

Form a committee(s) to assist in orchestrating the Search Strategy Clinic and the Annual Midwest Regional Conference. Form the committee(s) at least 6-7 months in advance of each meeting.

Delineate tasks each committee member will be responsible for. Submit delineation to Chairperson and to all attendees at Fall Planning Committee Meeting for Search Strategy Clinic, and January Planning Committee Meeting for Regional Conference.

Frequency

Deadlines

Annually

6-7 months prior to meetings

Annually

Oct. (or first Planning Committee Meeting) and

Jan. (or second Planning Committee Meeting)

		<u>Frequency</u>	<u>Deadlines</u>
5.2	Correspondence		
5.2.1	Request Calendar of Events from other Midwest online user groups.	Quarterly	
	Submit Calendar of Events to National Online Circuit Chairperson, COLUG Chairperson, and to Newsletter Editor. Retain copy for files.	Quarterly	Sept., Dec., Mar., June
5.2.2	Request that Midwest online user groups exchange newsletters with COLUG.	As Often As Necessary	
5.2.3	Submit newsletter(s) to Newsletter Editor. Retain one copy for files.	Upon Receipt	
	Upon notice of an online user group forming, contact leader and proffer COLUG's assistance in any way feasible.	As Necessary	
5.3	Files		
5.3.1	Maintain a file(s) of correspondence. Submit all COLUG file(s) at end of term to Chairperson, who will include in archives.		Last Month of Term
5.4	Lists		
5.4.1	Maintain a list of online user groups in the Midwest. Update quarterly or upon notice of changes, additions, etc.	Quarterly Or As Necessary	Sept., Dec., Mar., June
	Submit list to: National Online Circuit Chairperson, COLUG Chairperson, and Mailing List Coordinator.		
	Submit list to replacement at expiration of term.		Last Month of Term
5.4.2	Maintain a list of speakers, host organizations, and possible moderators for Search Strategy Clinic and Annual Midwest Conference.	Update As Often As Necessary	
	Submit a copy to Program Coordinator.		
	Submit a copy to Chairperson for inclusion in archives.		Last Month of Term
	Submit list to replacement at end of term.		Last Month of Term

		<u>Frequency</u>	<u>Deadlines</u>
5.5	Meetings		
5.5.1	Attendance		
5.5.1.1	Attend COLUG Planning Committee Meeting. Report on progress of Search Strategy Clinic and Annual Midwest Regional Online Users' Group Conference.	Quarterly	
5.5.1.2	Attend COLUG General Membership Meetings.	As Often As Possible	
5.5.1.3	Attend any other online users groups' meetings in proximity (e.g., North Suburban Library System).	As Often As Possible	
5.5.2	Coordination		
5.5.2.1	Search Strategy Clinic		
	Form committee(s), preferably one committee per each area:	Annually	October (or first Planning Committee Meeting)
	a. Attendance		
	b. Costs		
	c. Equipment		
	d. Evaluation Sheets		
	e. Hospitality		
	f. Location		
	g. Materials--Procuring materials and designing materials such as posters, lunch tickets, etc.		
	h. Publicity--Printing, Postage, etc.		
	i. Recording of Session(s)--Videotaping, or tape recording.		
	j. Refreshments		
	k. Registration--Monitoring the cash flow, receipts, tallying individuals, etc.		
	l. Sessions--Topics, Speakers, Database Producers, and/or Vendors, Level of Presentation.		
	Meet with Committee on a monthly basis until every segment of Clinic is under control.	Monthly	
	Call a Committee Meeting immediately before clinic and provide orientation on the logistics of the Clinic. Likewise, meet with moderators of sessions and provide an orientation on conducting sessions--guidelines, etc.		One Month Prior to the Clinic

FrequencyDeadlines

Subsequent to Clinic, a meeting should be held. All materials should be accumulated--supplies, attendance lists, etc. An analysis of evaluations sheets must be made and submitted to Chairperson. All original sheets--evaluation and attendance--must be submitted to Chairperson. Monies should be remitted to Treasurer along with receipts, bills, etc. Supplies should be delivered to archives (currently, Diane Allmen's home).

Within One Month
Following Clinic

A report of problems and future guidelines should also be given to Chairperson. A copy should be retained for the files.

Submit thank you letters to:
All support people, speakers, database producers and/or vendors. Also, submit a thank-you letter and gift to host organization. COLUG Hospitality Coordinator may assist in this function. Chairperson must receive copies of all correspondence. Hospitality Coordinator must receive copies of all thank-you letters.

5.2,2.2 Annual Midwest Regional Conference

(Same as above but include the following.)

Same Schedule
As Above

Online user groups in the Mid- West will be contacted to determine where meeting will be held. If held in another state, COLUG will assist via the Midwest Regional Coordinator and any additional members whom the Coordinator has appointed to assist.

Sept.

If held in Chicago, the Midwest Regional Coordinator will follow the guidelines in the aforementioned Clinic but will solicit ideas and assistance from other online user groups.

	<u>Frequency</u>	<u>Deadlines</u>
5.6 Orientation		
Incoming Regional Midwest Coordinator will become acquainted with responsibilities during last two months (presently July and Aug.) of outgoing Midwest Regional Coordinator's term.	Annually	July, Aug.
5.7 Position Refinement		
Midwest Regional Coordinator will submit ideas for improvement of position to COLUG Chairperson.	As Often As Possible	At Revision Time (August)
5.8 Publications		
Midwest Regional Coordinator will assist Publications Committee (recommended) in the publication of Proceedings of Annual Conference.	Annually	Subsequent to Conference
5.9 Reports		
Midwest Regional Coordinator will report to the Publications Committee on status of activities, particularly the Search Strategy Clinic and the Midwest Conference. At end of term, report(s) will be synthesized for inclusion in Annual Report.	Quarterly	July
5.10 Training		
Midwest Regional Coordinator will train incoming replacement during the last two months of term.	Annually	July, Aug.
5.11 Other		
Assist Chairperson in identifying replacement.	Annually	May, June

E. Membership Coordinator

1. Purpose: To enlarge COLUG Membership via recruitment efforts.
2. Type of Position: Appointed by Chairperson
3. Length of Term: 12 months, or more if reappointed
4. General Responsibilities
 - 4.1 To increase membership.
 - 4.2 To ferret out prospective COLUG members.
 - 4.3 To serve as a conduit between COLUG and the academic sector.
5. Duties: Frequency and Deadlines

	<u>Frequency</u>	<u>Deadlines</u>
5.1 Correspondence		
5.1.1 Contact Professor at Graduate Library Science Schools and solicit enrollee's information.	Biannually	Sept., Jan.
5.1.2 Contact professional information organizations locally and ascertain whether they would be amenable to COLUG sending their membership brochures.	Annually	Sept.
5.2 Files		
5.2.1 Maintain files of COLUG correspondence. Submit to Chairperson at conclusion of term.		Last month of term
5.3 Lists		
5.3.1 Maintain lists of graduate library classes in area that may be interested in COLUG activities. Submit list at end of term to replacement and to Chairperson.		August
5.4 Meetings		
5.4.1 Attendance		
5.4.1.1 Attend Planning Committee Meetings. Report on Activities.	Quarterly	
5.4.1.2 Attend General Membership Meetings	As Often as Possible	

		<u>Frequency</u>	<u>Deadlines</u>
5.4.2	Coordination		
	Plan and conduct meetings for graduate classes--particularly library science graduate schools in area.	Biannually (Quarterly eventually)	Fall, Spring
5.5	Orientation		
	Become acquainted with requisite tasks during two months prior to assumption of duties.	Annually	July, Aug.
5.6	Position Refinement		
	Suggestions for improvement of position will be submitted to Chairperson.	As often as possible	
	Upon approval, recommendations will be incorporated in subsequent revised Procedures and Forms Manual.		At revision time (Aug.)
5.7	Recruitment		
	Continuously strive to recruit new members. The following sectors should be emphasized:	As often as possible	
	(a) Academic		
	(b) External, professional information organizations (ASIS, SLA, ALA, AIM, ARMA)		
	(c) Information Brokers		
5.8	Reports		
	Report on activities at Planning Committee Meetings. At conclusion of term, report(s) will be synthesized and submitted for inclusion in Annual Report.	Quarterly (verbal report) Annually (written report)	July
5.9	Training	Annually	July, Aug.
	Train replacement during last two months of term. Full responsibility will not devolve to replacement until Sept.		
5.10	Other		
	Assist Chairperson in identifying a replacement.	Annually	April, May

F. Mailing List Coordinator

1. Purpose

To ensure that all members receive announcements and Newsletters by maintaining mailing list.

2. Type of Position: Appointed by Chairperson

3. Length of Term: 12 months, or more if reappointed

4. General Responsibilities

4.1 To maintain mailing list.

4.2 To ensure that mailing list is submitted to Printing Coordinator (or responsible individual) in a timely fashion.

5. Duties: Frequency and Deadlines

	<u>Frequency</u>	<u>Deadlines</u>
5.1 Correspondence (Telephone and Writing)		
5.1.1 Mailing List Coordinator will contact individuals who are not receiving Newsletter and determine problem. The Treas. will be informed of any modifications to list.	As necessary	
5.2 Files		
5.2.1 Maintain a file(s) of correspondence. Submit file(s) at end of term to Chairperson who will include in archives.		Last month of term
5.2.2 Maintain a file of dated mailing lists (see 5.4.1 below). Submit to replacement at end of term.	Monthly	August
5.3 Forms/Materials		
5.3.1 Mailing List Coordinator will be responsible for procuring labels. Reimbursement will be obtained from Treasurer.	Replenish as necessary	
5.4 Lists		
5.4.1 Maintain a distribution list of COLUG members.		
Upon receipt of list of new members from Treasurer, the Mailing List Coordinator will incorporate names in list by alphabetical order (i.e., by last name). Any alterations as specified by Treasurer will also be included.	Immediately	Prior to distribution of next Newsletter

		<u>Frequency</u>	<u>Deadlines</u>
	Lists will be dated. A copy of each revision will be retained in a file for verification purposes.		
5.5	Mail		
5.5.1	Distribution		
	Mailing List Coordinator will ensure that either Printing Coordinator, Newsletter Editor, or individual printing Newsletter, receives labels (Refer to 5.1.1).	Monthly	Two weeks before Newsletter printing
5.6	Meetings		
5.6.1	Attendance		
5.6.1.1	Attend COLUG Planning Committee Meetings. Report on any problems or areas of concern.	Quarterly	
5.6.1.2	Attend COLUG General Membership Meetings	As Often As Possible	
5.7	Orientation		
	Incoming Mailing List Coordinator will become acquainted with requisite tasks during last two months (presently July and Aug.) of outgoing Mailing List Coordinator's term.		July, Aug.
5.8	Position Refinement		
	Improvements to position will be submitted to Chairperson.	As often as possible	
	Upon approval, changes will be incorporated in a revision of the Procedures and Forms Manual.		At revision time (Aug.)
5.9	Reports		
	Mailing List Coordinator will report on Mailing List activity at Planning Committee Meetings.	Quarterly (verbal report)	
	At end of term, report(s) will be synthesized and submitted for inclusion in Annual Report.	Annually (written report)	July
	Report will include any pertinent information--problems, resolutions, etc.		

		<u>Frequency</u>	<u>Deadlines</u>
5.11	Other		
	Assist Chairperson in identifying replacement.	Annually	April, May

G. Publicity Coordinator

1. Purpose

To promulgate COLUG activities by apprising contact individuals in external organizations of COLUG projects, meetings, etc.

2. Type of Position: Appointed by Chairperson

3. Length of Term: 12 months, or more if reappointed

4. General Responsibilities

4.1 Disseminate COLUG information to relevant organizations and publications.

4.2 Continuously seek new publications or parties that would be interested in receiving COLUG press releases.

5. Duties: Frequency and Deadlines

	<u>Frequency</u>	<u>Deadlines</u>
5.1 Correspondence (Telephone and Writing)		
5.1.1 Request schedules of publications. Update as necessary.	Annually	Sept.
Submit COLUG's Newsletter schedule, if requested.	As necessary	As necessary
5.1.2 Ensure that Calendar of Events is received in ample time to, in turn, submit information to publicity distribution list.	As often as necessary	By designated publisher deadlines
5.2 Files		
5.2.1 Any COLUG correspondence will be retained in a file(s). File(s) will be submitted at conclusion of term to Chairperson, who will include in archives.		Last month of term
5.3 Lists		
5.3.1 Maintain a list of publications, organizations and any individuals who should receive press releases. Revise as necessary. Submit list to replacement at expiration of term.		Last month of term
5.4 Meetings		
5.4.1 Announcements Announce all meetings to appropriate publications/organizations via press releases.	According to Schedules	

		<u>Frequency</u>	<u>Deadlines</u>
5.4.2	Attendance		
5.4.2.1	Attend COLUG Planning Committee Meetings. Report on activities.	Quarterly	
5.4.2.2	Attend General Membership Meetings.	As Often As Possible	
5.5	Orientation		
	Incoming Publicity Coordinator will learn requisite tasks during two months prior to assumption of position.	Annually	July, Aug.
5.6	Position Refinement		
	Suggestions for improvement position will be submitted to Chairperson.	As Often As Possible	
	Upon approval, recommendations will be incorporated in subsequent revised Procedures and Forms Manual.		At Revision Time (August)
5.7	Reports		
	Report on activities at Planning Committee Meetings. At conclusion of term, report(s) will be synthesized and submitted for inclusion in Annual Report.	Quarterly (Verbal Report) Annually (Written Report)	July
5.8	Training		
	Train replacement during last two months of term. Full responsibility will not be relinquished until Sept.	Annually	July, Aug.
5.9	Other		
5.9.1	Assist Chairperson in identifying a replacement.	Annually	April, May
5.9.2	Continuously determine what additional group should be on COLUG's distribution list.	As Often As Possible	

H. Hospitality Coordinator

1. Purpose
To welcome new members and solicit their participation in the Planning Committee or other projects.
2. Type of Position: Appointed by Chairperson
3. Length of Term: 12 months, or more if reappointed
4. General Responsibilities
 - 4.1 To increase membership involvement.
 - 4.2 To augment Planning Committee by inviting new members.
 - 4.3 To extend gratitude to Speakers and Hosts of Meetings.

5. Duties: Frequency and Deadlines

		<u>Frequency</u>	<u>Deadlines</u>
5.1	Correspondence		
5.1.1	Upon receipt of new member's names, send welcome letter. (See Section VI,D.) Shortly thereafter, contact by phone and request participation in COLUG activities.	Usually Monthly	
5.1.2	Upon receipt of new Planning Committee Members from Treas., send welcome letter. (See Sect. VI,E.) Send copy to Chairperson. Retain one copy for file.	Usually Monthly	
5.1.3	Send thank you letters to Speaker(s). (See Section VI,H.) Send copies to Chairperson. Retain copies for file.	Usually Monthly	
5.1.4	Send Thank-You letters (or other gift, contingent on meeting) to Host Organizations. (See Section VI,I.) Send copies to Chairperson. Retain copies for file.	Usually Monthly	
5.2	Files		
5.2.1	Maintain files of all COLUG Correspondence.		
	Submit files to Chairperson at conclusion of term and for inclusion in archives.		Last Month of Term

		<u>Frequency</u>	<u>Deadlines</u>
5.3	Forms/Materials		
5.3.1	Utilize form letters for Hospitality function as specified in Section VI, and referred to above.	As Necessary	
5.3.2	Procure dots and name tags or ensure that Program and Workshop Coordinator always bring to meeting.	As Necessary	
5.4	Meetings		
5.4.1	Attendance		
5.4.1.1	Attend COLUG Planning Committee Meetings and report on activities. Be present to greet new Planning Committee Members and introduce to group.	Quarterly	
5.4.1.2	Attend COLUG General Membership Meetings. If unable to attend, assign a replacement. Greet new and long-standing members. Affix red dots to name tag for new members; blue dots for long-standing members. Introduce new members to attendees.	Monthly	
5.5	Orientation		
	Become acquainted with requisite tasks during two months prior to assumption of tasks.	Annually	July, Aug.
5.6	Position Refinement		
	Suggestions for improvement of position will be submitted to the Chairperson.	As Often As Possible	
	Upon approval, recommendations will be incorporated in subsequent revised Procedures and Forms Manual.		At Revision Time (Aug.)
5.7	Recruitment		
	Recruit members for activities. Enlist their support at inception. Direct new members to Vice-Chairperson who will maintain "projects file" and will assign tasks.	As Often As Possible	

		<u>Frequency</u>	<u>Deadlines</u>
5.8	Reports		
	Report on activities at Planning Committee Meetings. At conclusion of term, report(s) will be synthesized for inclusion in Annual Report.	Quarterly (Verbal Report) Annually (Written Report)	July
5.9	Training		
	Train replacement during last two months of term. Full responsibility will not be relinquished until Sept.	Annually	July, Aug.
5.10	Other		
5.10.1	Assist Chairperson in identifying a replacement.	Annually	April, May

1. Printing Coordinator (Recommended Position)

1. Purpose
To ensure that the Newsletter is printed inexpensively and in a timely fashion.
2. Type of Position: Appointed
3. Length of Term: 12 months, or more if reappointed
4. General Responsibilities
 - 4.1 To facilitate the Newsletter Editor's responsibility by monitoring all printing activities.
 - 4.2 To solicit support from the membership requesting that members' companies absorb printing costs.
5. Duties: Frequency and Deadlines

	<u>Frequency</u>	<u>Deadlines</u>
5.1 Correspondence (Telephone and Writing)		
5.1.1 Contact individuals on the Membership List. Request that members print Newsletter for as many months as possible.	Annually	June, July
Compile an assignment schedule sheet. This will delineate individuals and respective months committed for printing Newsletter. Send list to individuals that have agreed to print newsletter.	Annually	August
Additionally, send copy of assignment/schedule sheet to: Chairperson, Vice-Chairperson and Newsletter Editor/Recording Secretary.	Annually	August
Revise whenever necessary and distribute copies accordingly.		
Compile a list of procedures or cavaets involved in printing the Newsletter--e.g., paper weight, sorting by zip code to circumvent high mailing costs, average number of pages, schedule, mailing labels, time involved, etc. Inform members of these. Submit list to committed members.	Annually	June, July

		<u>Frequency</u>	<u>Deadlines</u>
	Contact each individual one or two months prior to his/her scheduled month and remind individual.	Monthly	Two Months Prior To Printing
	Inform Newsletter Editor and Chairperson of any problems.	As Necessary	
	Secure COLUG mailing labels from Mailing List Coordinator or request that Mailing List Coordinator submit labels to Newsletter Editor or individual printing Newsletter for the month.	Monthly	Two weeks before Scheduled Printing
	Thank individuals at conclusion of term.	Annually	August
5.2	Files		
5.2.1	Maintain a file(s) of Correspondence.		
	Submit file(s) at end of term to Chairperson who will include in archives.		Last Month of Term
5.3	Forms/Materials		
5.3.1	Printing Coordinator will ensure that COLUG stationary supply is replenished (or assign a member).	As Necessary	
5.3.2	Printing Coordinator will revise COLUG brochure and ensure that supply is replenished (or assign a member).	As Necessary	August
5.4	Lists		
5.4.1	Maintain a list of COLUG members--affiliation, address and phone numbers--that have printed Newsletters.	Update As Frequently As Possible	
	Submit list to replacement at expiration of term.		Last Month of Term
5.5	Meetings		
5.5.1	Attendance		
5.5.1.1	Attend COLUG Planning Committee Meetings. Report on printing activity. If unable to attend, rsvp or send a replacement.	Quarterly	

		<u>Frequency</u>	<u>Deadlines</u>
5.5.1.2	Attend General Membership Meetings. If unable to attend, rsvp or send replacement.	As Often As Possible	
5.6	Orientation Become acquainted with position requirements during two months prior to official commencement of term.		July, Aug.
5.7	Position Refinement Printing Coordinator will be expected to proffer suggestions for improvement of position. Suggestions will be included in subsequent revisions of Procedures and Forms Manual.	As Often As Possible	At Revision Time (August)
5.8	Reports Printing Coordinator will report on printing activity at Planning Committee Meetings. At end of term, report(s) will be synthesized for inclusion in Annual Report. Report will include statistics, problems, resolutions, recommendations, list of past and future COLUG members who assisted in printing.	Quarterly (Verbal Report) Annually (Written Report)	July
5.9	Training Printing Coordinator will be expected to train incoming replacement during last two months of term. Printing Coordinator will be expected to serve until September.	Annually	July, Aug.
5.10	Other Assist Chairperson in identifying replacement.	Annually	April, May

IV. LIAISONS

A. Position: Medical Liaison

B. Position: Legal Liaison

1. Purpose

To serve as a conduit between the medical information community (or legal information community)--primarily locally--and COLUG members.

2. Type of Position: Appointed by Chairperson

3. Length of Term: 12 months, or more if reappointed

4. General Responsibilities

4.1 To keep COLUG members abreast of activities/meetings conducted by medical (legal) information organizations locally, regionally and nationally.

4.2 To relay information about COLUG activities/meetings to medical (legal) information organizations locally, regionally and nationally.

5. Duties: Frequency and Deadlines

	<u>Frequency</u>	<u>Deadlines</u>
5.1 Correspondence (Telephone and/or Writing)		
5.1.1 Request Calendar of Events from medical (legal) information organizations--locally, regionally and nationally.	As Often As Possible	June, Sept., Dec., Mar.
Submit Calendar of Events to Newsletter Editor.	As Often As Possible	Newsletter Schedule Deadline
5.2 Files		
5.2.1 Maintain a file(s) of correspondence. Submit file(s) at end of term to Chairperson, who will include in archives.		Last Month of Term
5.3 Lists		
5.3.1 Maintain a list of COLUG Members Update that are involved in the medical BiMonthly (legal) information area.		
Submit list for replacement at expiration of term.		Last Month of Term

		<u>Frequency</u>	<u>Deadlines</u>
5.3.2	Maintain list of local, regional and national medical (legal) organizations and contact individuals of each. Submit list to replacement.	Annually	October
5.3.3	Maintain list of medical (legal) information organization meetings conducted locally, regionally and nationally. Submit list to Newsletter Editor. Submit list to Program Coordinator. Submit list to Workshop Coordinator. Submit list to Chairperson and Vice-Chairperson.	As Often As Possible As Often As Possible As Often As Possible As Often As Possible	Last Month of Term (July) Newsletter Schedule Deadline July July July
5.4	Literature Review/Sources		
5.4.1	Review current literature in the medical (legal) information arena. Submit pertinent items to Newsletter Editor for inclusion in "Publications of Interest" Column.	Monthly	Newsletter Schedule Deadline
5.5	Meetings		
5.5.1	Announcements At medical (legal) information organization meetings, announce COLUG imminent meetings.	As Often As Possible	
5.5.2	Attendance		
5.5.2.1	Attend COLUG Planning Committee Meetings. Report on medical (legal) information activities in area.	Quarterly	
5.5.2.2	Attend medical (legal) information meetings in the local area-- regional and national, if possible. Review meetings. Submit review to Newsletter Editor.	After Every Meeting	Newsletter Schedule Deadline

		<u>Frequency</u>	<u>Deadlines</u>
5.5.2.3	Attend COLUG General Membership Meetings.	As Often As Possible.	
5.5.3	Coordination		
	Plan a General Membership Meeting. The theme will be primarily addressing the needs of COLUG's medical (legal) information membership.	Annually	Determined By Program Coordinator (Planned 3 months in advance)
	Medical (Legal) Liaison will handle requisite tasks involved in planning and orchestrating meeting. The meeting should be planned 3 months in advance. Medical (Legal) Liaison will be responsible for performing duties as listed in Section III, A. (Refer to Section III, A. for details on conducting a meeting.)		
5.6	Orientation		
	Incoming Medical (Legal) Liaison will become conversant with positional responsibilities during last two months (presently July and August) of outgoing Medical (Legal) Liaison's term.	Annually	July, Aug.
5.7	Position Refinement		
	Medical (Legal) Liaison will be expected to proffer suggestions for improvement of position. Suggestions will be incorporated and included in subsequent revision of Procedures and Forms Manual.	As Often As Possible	At Revision Time (August)
5.8	Publications		
	Medical (Legal) Liaison will be responsible for a thematic Newsletter. The Newsletter will still be ultimately edited by Newsletter Editor but contents will be submitted by Medical (Legal) Liaison.	Annually	Newsletter Schedule Deadline

	<u>Frequency</u>	<u>Deadlines</u>
5.9 Recruitment		
The Medical (Legal) Liaison will be expected to disseminate COLUG Brochures at external meetings and encourage individuals in these organizations to join COLUG.	As Often As Possible	
5.10 Reports		
Medical (Legal) Liaison will report on significant activities of the Medical (Legal) arena. Report(s) will be provided at Planning Committee Meeting. At the end of term, report(s) will be synthesized and submitted for inclusion in Annual Report.	Quarterly (Verbal Report) Annually (Written Report)	July
5.11 Training		
Medical (Legal) Liaison will be expected to train replacement during the last 2 months of term. Full responsibility will not be assumed by replacement until September.	Annually	July, Aug.
5.12 Other		
Assist Chairperson in identifying a possible replacement.	Annually	April, May

V. RESPONSIBILITIES OF COMMITTEE CHAIRPERSONS

- A. Committee Chairpersons will be expected to adhere to the following procedures:
1. Committee Chairpersons will select Committee Members.
 2. Committee Chairpersons will ensure that minutes of every meeting are compiled and submitted to COLUG's Chairperson.
 3. Committee Chairpersons will maintain files of all correspondence. At conclusion of project, all correspondence will be submitted to COLUG's Chairperson and included in the Archives.
 4. Chairpersons will be expected to attend Planning Committee Meetings and report on status of project.
 5. At conclusion of project, Chairpersons will be expected to summarize project--i.e., problems entailed and provide recommendations.

Currently, there is a Textbook Committee which will continue through the 1980-81 year. A Nominating Committee was formed for a brief period and with express purpose of nominating individuals for office.

B. Recommended Committees

As of August, 1980, two committees were recommended: a Publications Committee and a Consumer Advocacy Committee. The purview of both as recommended in the Annual Report* follow:

1. Publications Committee
 - 1.1 Purpose
 - a. To secure monies for COLUG via publications which would obviate the need for increasing dues.
 - b. To afford COLUG Members an opportunity to author publications that otherwise might be difficult via entrenched publication channels.
 - c. To provide a mechanism by which practitioners can disseminate information to other sectors of the information community, i.e., academic, other professional associations, end users, etc.

*See COLUG's Annual Report, Section 7.2, 1979-1980.

1.2 General Responsibilities

- a. Determine types of viable publications.
- b. Determine schedule of publications.
- c. Determine costs and royalties, if feasible, to authors.
- d. Determine authors.
- e. Utilize graduate students to conduct research.
Acknowledge students involvement in publications.
Request that students receive class credit.
- f. Maintain an editorial staff to ensure quality control.
- g. Maintain a list of publishers that would be receptive to publishing documents. Or, conversely, determine how to publish and market document internally.

2. Consumer Advocacy Committee

2.1 Purpose

- a. To vouchsafe the interests of online users from an economic, legislative and quality control standpoint.
- b. To ensure that vendors and database producers are cognizant of the needs of online users.

2.2 General Responsibilities

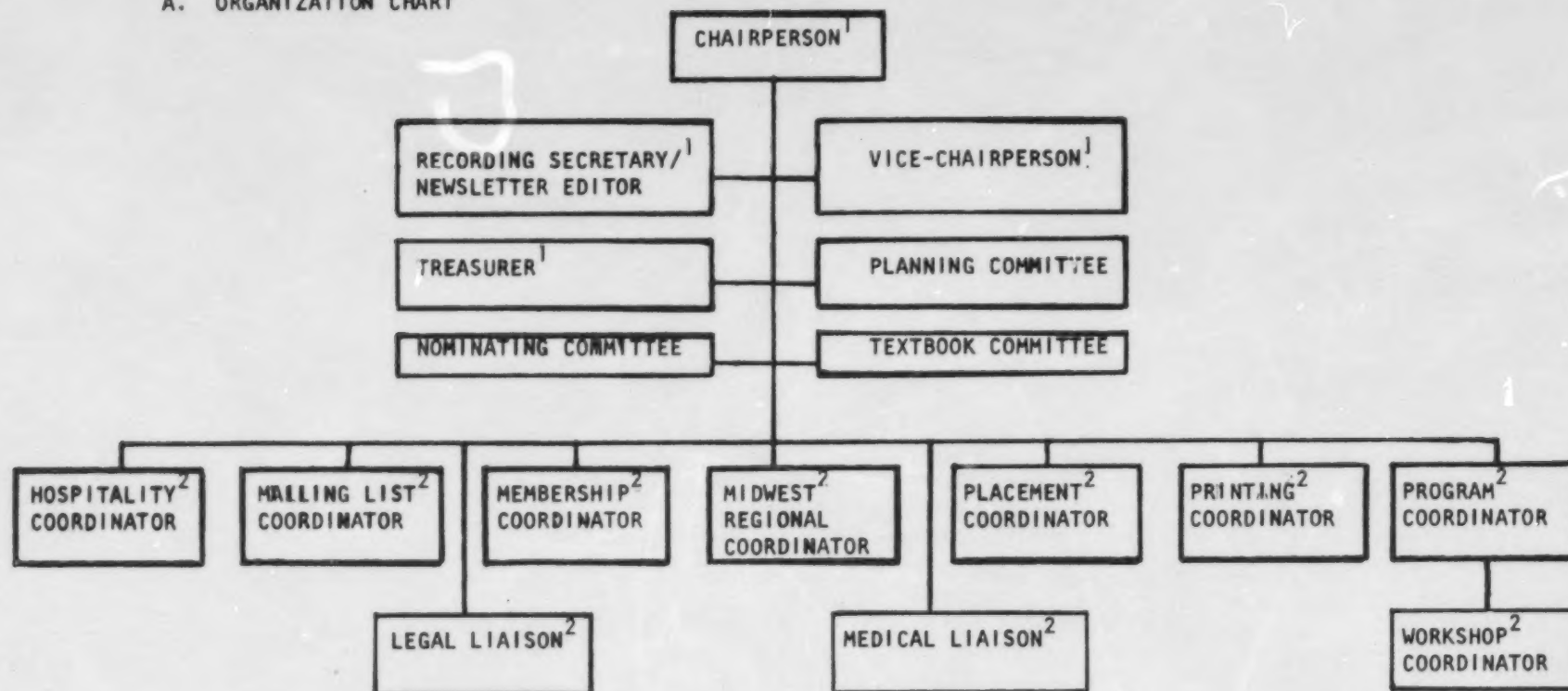
- a. To keep abreast of regulations, and development in the for-profit sector that impact online users as consumers.
- b. To report on these activities in the Newsletter or at Planning Committee Meetings.
- c. To periodically survey the membership and elicit suggestions/complaints regarding services and products of vendors and/or database producers.
- d. To communicate these complaints/suggestions to respective vendors and/or database producers.
- e. To register complaints/suggestions with the National Online Circuit which in turn could serve as the national lobbying group.

VI. NOTES SECTION

Please augment the list of activities and/or responsibilities that you deem necessary for the satisfactory performance of a particular position. Write your comments on this page--front and back, if necessary--or insert your comments within the appropriate subsections if feasible. Send to:

COLUG
c/o Rebecca Gonzalez
PO Box 8061
Chicago, IL 60680

A. ORGANIZATION CHART



¹Elected Positions

²Appointed Positions by Chairperson

B. Membership Profile

☐ Enclosed please find my membership dues for 1979-1980:

☐ \$8.00 personal membership ☐ \$8.00 institutional membership
☐ \$4.00 student membership

☐ I am a new member ☐ I am a current member

☐ Please send a brochure explaining the purposes and activities of COLUG

Name and Title

Business Address

Business Telephone

Forward dues and profile to COLUG treasurer Mr. Eben Kent, CARC, Bus/Sci/Tech,
Chicago Public Library, 425 North Michigan Avenue, Chicago, Illinois 60611

I have searched online for the following length of time:

1-6 months _____
6 mo.-1 yr. _____
over 1 yr. _____

I am proficient in using the following databases:

My educational background consists of the following:

I belong to the following professional associations and organizations:

The above information will be compiled and listed in a directory format. If you do not wish to be listed, please indicate this by marking the box. Thank you. ☐

(Institutional Members only)

How many online searches in organization? _____ Do end users search alone?

Years (or months) manual experience _____, online experience _____

Hours (or minutes) spent online per week _____

Search Services Used: BRS _____, Lockheed _____, NLM _____, SDC _____, Other _____

Subject Specialties: Social Sciences _____, Life Sciences _____, Physical Sciences _____, Technology _____

Business _____, Current Events _____, Government _____, Other _____

Survey of COLUG Membership

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P.O. Box 8061
Chicago, IL 60680

COLLAGE

[illegible]

The Chicago OnLine Users Group -- COLUG -- is a Chicago-based organization of information professionals committed to the advancement of user-oriented online information storage and retrieval systems.

Chairperson -- Rebecca Gonzalez,
IIT Research Institute, 567-4356

Vice Chairperson -- Pamela Sieving,
Kirkland and Ellis, 861-2300

Recording Secretary and Newsletter Editor --
Virginia Speer, Michael Reese Hospital
and Medical Center, 791-2474

Treasurer -- Eben Kent, Chicago Public Library,
269-3097

Program Coordinator -- Karen Switt,
Technomic, 346-5900, Ext. 85

Midwest Regional Coordinator -- David Grossman,
SDC Search Service, 944-2797

Publicity Coordinator -- Laura Miracle,
Chicago Board of Trade, 435-3552

Membership Coordinator -- John Frazier,
Argonne National Laboratory, 972-4481

Hospitality Coordinator -- Pat Fojtik
Armak Company, 442-7100, Ext. 245

Workshop Coordinator and Placement Coordinator
-- Frank Locker, Travenol Laboratories,
948-3881

ORGANIZATION

COLUG is an Illinois, non-profit organization. The COLUG Planning Committee -- composed of all interested members, establishes policy for the organization. The Officers, elected annually in June, implement policy. The Coordinators, appointed by the Chairperson, head the various project and activities committees. The four Officer positions include Chairperson, Vice Chairperson, Recording Secretary, and Treasurer. The standing committee coordinator appointments include Program, Midwest Regional, Publicity, Membership, Hospitality, Workshop, and Placement.

MEMBERSHIP

Membership in COLUG is open to anyone interested in online searching. Though it is a non-profit association, an \$8 annual fee is requested for membership in COLUG. The membership period runs from January 1 thru December 31. A \$5 fee is applicable for the shorter membership period from August 1 thru December 31. These fees provide for one subscription to the monthly newsletter and to all meeting announcements.

MEETINGS AND WORKSHOPS

Regular Membership Meetings are held monthly at varied locations, times, and days of the week. Programs include a variety of formats such as search language updates, data bases in a specific subject concentration, managerial aspects of online relating to online searching. Meetings are open to the public and are usually free.

Workshops focus on specific Vendor or Data Base Producer Presentations. Attendance at Workshops occasionally requires a registration fee.

PUBLICATIONS

COLUG publishes a monthly newsletter.

The internationally recognized, but now out-of-print Introductory Guide was published by COLUG. It is available thru ERIC.

Future publishing activities include a Membership Directory, a Directory of Chicago Area Information Brokers, and enlarged and updated monograph to replace the Introductory Guide, and a textbook on online searching.

EDUCATION

COLUG members participate in the training of future online searchers thru volunteer demonstrations, lectures, and seminars at local institutions of higher learning.

PLACEMENT SERVICE

COLUG lists job openings for online searchers in the monthly newsletter.

MIDWEST REGIONAL COORDINATION

COLUG serves as the fulcrum for regional coordination of online user group activities in the Midwest states.

COLUG Membership Application

Mail to: COLUG, P. O. Box 8061, Chicago, IL 60680

New Member ☐
Renewal ☐

Personal Membership ☐
Institutional Membership ☐

Annual Dues (\$8) ☐
5-Month Dues (\$5) ☐
Student Dues (\$4) ☐

Dean's or Professor's Signature _____

Name (Contact Person) _____

Organization/Department _____

No., Street, City, State, Zip _____

Telephone day/evening _____

I hereby apply for Membership* in COLUG.

Amount enclosed _____

Signature _____

Date _____

YES! I am interested in joining the Planning Committee. Please contact me ☐

*This Membership application must be filled out on both sides.

D. Sample Welcome Letter to New, General Members

(Name and Address
of New Member)

Dear _____,

It's my pleasure to welcome you to the Chicago Online Users' Group.

As you may already know, COLUG is a non-profit organization created in 1976 to promote online searching in the Chicago area. One of our most important goals is to offer information professionals the chance to meet and discuss mutual interests and new developments in ONLINE technology. To realize this goal, we hold regular meetings of the general membership as well as meetings of the Planning Committee, which coordinates COLUG activities. I'd like to take this opportunity to invite you to our next general membership meeting -
at

(Name of Host Organization and
Address of Organization)

Topics are _____

You're also welcome to attend Planning Committee meetings and to become an active committee member.

If you plan on attending the _____ meeting, I'd appreciate hearing from you so that I can arrange to have you introduced to the group. If you have any questions about the group, feel free to call me. If I can't answer, I can refer you to the right person (or people). My number is 442-7100, Ext. 245.

I look forward to meeting you in the near future.

Sincerely,

(Name of Hospitality Coordinator)

cc: Chairperson

E. Sample Letter to New, Planning Committee Members

(Name and Address of
Member)

Dear _____,

All of the members of the COLUG Planning Committee welcome you to our ranks! As you're probably aware, the Planning Committee is where much of the work of COLUG is done. This includes identifying the needs and interests of the membership for continuing education, and arranging for workshops and talks to meet those needs and interests. It also includes looking at areas where COLUG can serve the profession, such as programs for library school students, our publications, and information disseminated at the meetings of other professional organizations, such as ASIS and ALA.

One of the unusual features of the Planning Committee is that we are structured to let you take on as large a task as you are willing to assume-- or as small a one as you feel you have time for. Of course, simply attending our meetings and contributing ideas or suggesting speakers is an important aspect; but we urge you to look over the attached list of Officers and Coordinators to identify where you think you might best be able to contribute, such as assisting with news for the Newsletter; handling arrangements for one or more meetings or workshops; publicity; or ideas for increasing and strengthening our membership.

Once you've looked over this list, act: give one of us a call, to volunteer your assistance to one of the Coordinators, or to tell one of the Officers what your ideas are. COLUG is proud of its national reputation as an active group of information professionals. Please join us in maintaining the level of activity necessary to keep COLUG relevant to all of our needs.

Sincerely,

(Hospitality Coordinator's Name)

cc: Chairperson

F. COLUG Stationery

**COLUG
COLUG
COLUG**

Chicago Online Users Group • P.O. Box 8061 • Chicago, IL 60680

G. Checklist for Coordinators of Workshops, General
Membership and Planning Committee Meetings

1. Check several sources for possible meeting places, keeping in mind the rental cost, parking accessibility, public transportation accessibility and projection for number of attendees.
2. Determine how the meeting room should be set-up (classroom, conference, auditorium).
3. Secure a checklist of the pieces of equipment needed from the presenters of the workshop. Make certain that the hosting organization gets a copy of the list as early as possible.
4. Ascertain who will pay for the coffee, tea, etc. If coffee is provided by the organization or company hosting the workshop, then make arrangements with the cafeteria-office for numbers to be served, time of serving, number and kinds of pastries to be provided. If coffee must be provided by the coordinator, several factors must be taken care of:
 1. coffee pot
 2. pot of hot water for tea
 3. coffee (1 lb. can)
 4. sugar
 5. Coffeemate
 6. tea bags
 7. spoons and/or stirrers
 8. tablecloth
 9. napkins
 10. cups
 11. pastries
 12. plates for pastries
5. Get as much background on the format of the workshop as possible in order to be able to pass this information on to inquiring prospective attendees.
6. Keep a listing of name, organization and telephone number of the attendees. This list could be used as a method of alerting for follow-up workshops or cancellations or changes in the upcoming one.
7. Have name tags and sign-in sheets available.
8. Get information to Publicity Coordinator at least one month before the workshop.
9. Be prepared with background information to introduce the speaker.
10. Make arrangements to take/go with the speaker to lunch.
- *11. Send a thank-you letter to the speaker and to the hosting organization.

H. Form Letter Thanking Speakers

(Name of Speaker and
Address of Speaker)

Dear _____,

On behalf of the Chicago Online Users' Group, I'd like to express my appreciation for the informative presentation you made at our _____ meeting. We can all benefit from (include some reference to the presentation here).

Sincerely,

(Name of Hospitality Coordinator)

cc: Chairperson

1. Form Letter Thanking Host Organization
of Meeting

(Name of Host and Address)

Dear _____,

On behalf of the Chicago Online Users' Group, I'd like to express my appreciation for arranging for us to use the _____ room for our _____ meeting. (I'd also like to thank you for the refreshments which are a welcome addition to any meeting and especially to one that is held at suppertime..

Sincerely,

(Name of Hospitality Coordinator)

cc: Chairperson

J. Sample, Detailed Planning Committee
Meeting Agenda

PLANNING COMMITTEE MEETING AGENDA

January 30, 1980

I. REPORTS BY OFFICERS, COORDINATORS AND COMMITTEE CHAIRPERSONS

A. Chairperson's Report

1. Compendium of Tasks and Responsibilities of
Officers, Coordinators, and Committee Chair-
persons
2. Revisions of Terms of Officers and/or Coor-
dinators

B. Vice-Chairperson's Report

C. Recording Secretary's Report

D. Treasurer's Report

E. Program Coordinator's Report

1. Imminent COLUG Meetings

F. Workshop Coordinator's Report

G. Placement Coordinator's Report

H. Regional Midwest Coordinator's Report

I. Membership Coordinator's Report

1. Continuing Education Committee Report

J. Mailing List Coordinator's Report

K. Publicity Coordinator's Report

L. Hospitality Coordinator's Report

M. Committee Reports

1. Textbook Committee Report
2. Membership Directory Committee Report

II. PRECEPTS OF COLUG: POSITION PAPER

- A. Relationship to Other Professional Organizations
- B. COLUG as a Monitoring Agent of the Information Industry
- C. Responsibility for Draft of Position Paper

III. BROCHURE

IV. STATUS OF PROCEEDINGS OF MIDWEST REGIONAL MEETING

V. ADDITIONAL ITEMS

K. Sample Annual Survey and Results

SURVEY

I. MEETING SCHEDULES

- (1) How often should General Membership Meetings be scheduled?

Monthly _____ Bimonthly _____ Quarterly _____

Comments: _____

- (2) I can attend meetings in the following designated areas. (Check as many places as you are able to attend.)

Loop _____
Suburbs _____
O'Hare Airport _____
DeKalb, Illinois _____
Urbana, Illinois _____

- (3) I can attend meetings at the following times. (Check as many as you are able to attend.)

Lunch: 11:30 am - 2:30 pm _____

Afternoon: 1:00 pm - 5:00 pm _____

Evening: _____

With Dinner - 5:00 pm - 8:00 pm _____

No Dinner - 5:00 pm - 8:00 pm _____

- (4) What days are best for you for meetings?

Monday _____ Thursday _____
Tuesday _____ Friday _____
Wednesday _____ Saturday _____

- (5) Is cost ever a factor in your not attending meetings?

Yes _____ No _____

- (6) If you have not attended meetings regularly, is it because:

Time of day of meetings _____
Location of meetings _____
Expense of meetings _____
Not interested in program topic _____
Getting home late after meetings _____
Other _____

- (7) What meeting places have you found most satisfactory? _____

I. MEETING SCHEDULES (Cont'd.)

(8) What meeting places have been most unsatisfactory? _____

(9) Can you suggest any new places accommodating up to 40-50 people which we might consider for meetings? _____

11. MEETING TOPICS

(1) Please check the appropriate columns where applicable. Elaborate where necessary.

Meetings	I attended this meeting.	I attended this meeting and found it to be relevant and interesting.	I would like to see more meetings of this type in the future.
September 6, 1978, Amoco Research Center, 1200 Baud			
November 1, 1978, Cultural Center, Cost Cutting Tech- niques, Cost Considerations in Online Searching			
January 31, 1979, Cultural Center, Business Numerical Databases			
February 27, 1979, North Suburban Library System, SDC Update & Computer Devices Presentation			
March 22, 1979, IIT Res. Institute, Govt. Databases			
May 2, 1979, Cultural Center, In-house Database			
May 31, 1979, Chicago Tribune, Full Text Storage & Retrieval			
June 20, 1979, Stouffer's Restaurant, Online Technology and Consultants			

II. MEETING TOPICS (Cont'd.)

(1a) What other kinds of meetings would you like to see in the future?

(2) Please check the appropriate columns where applicable. Elaborate where necessary.

Workshops	I attended this workshop	I attended this workshop and found it to be relevant and interesting.	I would like to see future workshops on this database.
April 18, 1979 CIS-ASI			
June 19, 1979 National College of Education, Institute for Scientific Information (ISI)			

(2a) What other kinds of workshops would you like to see in the future?

II. MEETING TOPICS (Cont'd.)

- (3) I would like to see COLUG sponsor the following special meetings in the future.

An Annual Regional Midwestern Online Users' Groups Conference _____

A Technical Weekend similarly fashioned after the Washington, D.C. Online Users' Group's Meeting. This was a weekend meeting jointly sponsored with ASIS. Data base vendors, hardware specialists, and data base producers, among others, attended this weekend affair. _____

Additional Subject Matter: _____

III. What do you find to be the most valuable benefit COLUG provides? Please rank in order of preference (1 is the highest).

- (1) Supporting an Organization that looks out for the interest of my profession _____
- (2) Database Workshops _____
- (3) The status and services of belonging to a professional organization _____
- (4) Job Announcements _____
- (5) General Membership Meetings _____
- (6) Participation in the Planning Committee Meetings _____
- (7) Subscription to the Newsletter _____
- (8) Making Professional Contacts _____
- (9) Publications such as the Introductory Guide _____
- (10) Current awareness of new developments in the field _____
- (11) Calendar of Events _____

IV. What do you feel is the most valuable benefit of the Newsletter?
(Rank in order of preference; 1 is the highest.)

- (1) Calendar of Events _____
- (2) Information Business Column
(Recent addition) _____
- (3) Job Announcements _____
- (4) Recap of Previous Meetings _____
- (5) Literature Review _____
- (6) Contact Information for Officers
and Coordinators _____

V. COLUG would like to have you serve as a Planning Committee member. While we encourage your active participation throughout the course of the year, it is not mandatory to attend every meeting. Planning Committee members would be requested to handle perhaps only one task if they so desired. For example, one Planning Committee member might only be able to conduct a workshop. Please give this item your utmost consideration.

I would like to join the Planning Committee.

Please contact me at:

Name and Title

Business and Address

City and State

Phone Number

PLEASE RETURN BY OCTOBER 20 TO:

Rebecca Gonzalez, Chairperson
IIT Research Institute
10 West 35th Street
Chicago, Illinois 60616

SURVEY RESULTS

Number of Respondents: 26
Recent Members: 2

I. MEETING SCHEDULES

(1) Frequency	(2) Location	(3) Time	(4) Suitable Days	(5) Cost as a Problem
Monthly 4	Loop 25	Lunch 12	Monday 9	Yes 8
Bimonthly 11	Suburbs 7	Afternoon 18	Tuesday 19	No 18
Quarterly 11	O'Hare 11	Evening:	Wednesday 14	
	DeKalb 4	With Dinner 21	Thursday 18	
	Urbana 2	No Dinner 16	Friday 7	
			Saturday 4	

(6) Reason(s) for Non-Attendance	(7) Most Satisfactory Meeting Places	(8) Most Unsatisfactory Meeting Places	(9) Suggestions for Meeting Places
Time 13	Loop - 7	Loop - Rush Hours 1	Argonne
Location 8	Loop - Michigan Avenue 5	Loop 1	Schools & Colleges:
Expense 1	Loop 12	South Suburbs 1	Elmhurst College
Not interested in program topic 8	North Suburbs 3	North Suburbs 1	Wheaton College
Getting home late 4	West and South Suburbs 3	West Suburbs 1	Lake Forest
Other: 9	Suburbs 2	Suburbs 1	Rosary
Notified too late;	IIT 1	Chicago (Night) 1	Armak
Too Busy;	Corporate Offices 2	N. Chicago 1	Restaurants (O'Hare)
Conflicting activities		IIT 1	
		Outside Loop 1	

SURVEY RESULTS (Cont'd.)

NOTE: (1a) and (2a) on following page.

II. MEETING TOPICS

(1)	Attended Meeting	Attended Meeting &	Found Interesting	More Meetings of this Type
1200 Baud		4		4
Cost Cutting Techniques		6		10
Business Numerical		10		12
SDC Update & Computer Devices Presentation		6		4
Government Databases	1	4		3
In-House Database		2		2
Full Text Storage & Retrieval		6		6
Online Technology and Consultants	1	3		3
(2)				
CIS-ASI		4		6
ISI	3	4		6
(3)				
Annual Regional Midwestern Online Users' Groups Conference			Yes 13	No 2
Technical Weekend			Yes 13	

SURVEY RESULTS (Cont'd.)

(1a) General Membership Meeting Topics	(2a) Database Workshop Suggestions	(3) Additional Feasible Topics*
Needs Seminar - what online services are not providing that members can use. Telenet-Tymnet Systems - Data communications networks. Printing a search problem in the Newsletter and soliciting solutions from members. Solutions to be provided in following meeting. User guides - discussion of what is available and what online journals and directories to procure. Cost justification for signing up to any databases. Setting up business as an information entrepreneur. Bibliographic versus numeric databases. More in-house database topics. Comparison of various terminals--user experience of terminals and data sets. Integration of information retrieval with word processing--legal implications. New hardware. Overview of activities of other professional organization in the online area. User interview techniques.	Inspec Predicasts Data Courier (Repeat) Humanities Databases Biomedicine Databases Patents CAS CIS-ASI (Repeat) ISI (Repeat) Workshop by users or members	Document Retrieval--in-depth discussion of available services. Professional Development (Solicit input from other professional organizations, i.e., AIM, IIA, etc.) Internal Design of Databases--Lockheed and online searching behind the scenes; SDC and online searching behind the scenes; BRS and online searching behind the scenes. Ramifications of communications regulations that impinge on online usage: What influences uses of online; International Standards (specifications); Title 44; Copyright Law, etc. Possible speakers: Peter Schipma (IIT); Margaret Parks of the University of Georgia; Jim Carmen of the University of Georgia. Mini-sessions co-sponsored with the Chicago Public Library System. The Academic Library; the Public Library; the Medical Library; the Corporate Library: search settings.

*Not included in suggested topics from survey results.

SURVEY RESULTS (Cont'd.)

(1a) General Membership Meeting topics

Management problems related to online services.

How to automate a small library.

Where to find software for library applications.

SURVEY RESULTS (Cont'd.)

III. MOST VALUABLE BENEFITS OF COLUG	IV. MOST VALUABLE BENEFITS OF NEWSLETTER
Supporting an Organization that looks out for the interest of my profession 5.3	Calendar of Events 2.1
Database Workshops 3.1	Information Business Column 3.0
The status and services of belonging to a professional organization 6.7	Job Announcements 4.1
Job Announcements 7.3	Recap of Previous Meetings 2.5
General Membership Meetings 6.1	Literature Review 3.6
Participation in the Planning Committee Meetings 8.4	Contact Information for Officers and Coordinators 5.3
Subscription to the Newsletter 6.0	
Making Professional Contacts 3.3	
Publications such as the Introductory Guide 5.3	
Current awareness of new developments in the field 3.0	
Calendar of Events 5.2	

RECOMMENDATIONS AND CONCLUSIONS:

1. Reduce the number of general membership meetings to a bimonthly basis.
2. Continue having the majority of meetings in the Loop with a few in the suburbs.
3. Offer more afternoon meetings. Have an equitable distribution--i.e., have 20% afternoon meetings, 40% dinner meetings, and 40% evening meetings (without dinner).
4. Concentrate on Tuesdays and Thursdays as future meeting days.
5. Conduct more meetings at local or suburban schools and colleges.
6. Repeat certain 'elementary topics' such as cost cutting techniques and cost considerations in online searching. Additionally, offer more meetings on numerical databases.
7. DEFINITELY have an Annual Regional Midwest Online Users' Groups Conference AND a Technical Weekend.
8. The highest ranked benefits of belonging to COLUG comprised the following:

Participation in the Planning Committee
Job Announcements
Status of belonging to a professional organization
General Membership Meetings
The Newsletter Subscription

Perhaps we should examine the areas delineated on the survey that failed to obtain a high ranking. How can we improve these facets and offer an even better membership package in the future?
9. The highest ranked benefits of the Newsletter were the following:

Contact Information for Officers and Coordinators
Job Announcements
Literature Review

Again, perhaps we can scrutinize the areas that were not ranked highly and determine how they can be improved.
10. Provide workshops on a monthly basis. Begin to conduct workshops after 5 pm.

L. Current and Future Projects File

Each of these projects entails an array of tasks. The Vice-Chairperson will be responsible for augmenting, modifying and culling items from the file. This is a preliminary list at best. Suggestions are recommended.

1. Newsletter
2. Exhibiting at Conferences
3. General Membership Meetings
4. Database Workshops
5. Planning Committee Meetings
6. Mailing Labels - Membership List
7. Regional Midwest Meeting
8. Database/Continuing Education
9. Textbook
10. Annual Membership Directory
11. Brochure
12. Stationery
13. P.O. Box
14. Telephone Bank
15. Speakers' Bureau

M. Sample Attendance Sheet

ATTENDANCE LIST

MEETING TOPIC:

DATE:

NAME

ORGANIZATION

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N. Sample Evaluation Sheet - General Membership Meeting

TOPICS:

DATE:

1. Did you feel the topic(s) fell within the purview of this group?

Yes ☐

No ☐

2. Did you feel the topic(s) addressed your professional needs?

Yes ☐

No ☐

3. Would you be interested in inviting the speaker(s) to give an update in the future?

Yes ☐

No ☐

4. Was the location suitable?

Yes ☐

No ☐

Please elaborate on any of the above and proffer suggestions:

0. Sample Evaluation Sheet - Database Workshops

TOPIC(S):

DATE:

1. Would you be interested in repeating this workshop in the future?

YES _____

NO _____

2. Would you be opposed to paying a fee for this workshop?

YES _____

NO _____

3. What is the maximum you would be willing to pay?

4. How would you rate the level of material presented for this workshop?

Beginning _____

Intermediate _____

Advanced _____

5. Was the level of material presented that which you had hoped for?

YES _____

NO _____

6. If NO, give us your expectations with respect to the level of material you had hoped to encounter in this workshop.

7. Was the location suitable?

YES _____

NO _____

8. Please elaborate on any of the above and proffer suggestions:

C O L U G
CONSTITUTION AND BY-LAWS PROPOSAL

PREAMBLE

Purpose of COLUG

The purpose of the Chicago On-Line Users Group shall be:

- 1.) To promote the use of on-line searching in the Chicago area.
- 2.) To make on-line searchers in the Chicago area aware of new developments in the field of on-line searching.
- 3.) To provide a means for on-line searchers in the Chicago area to meet and discuss mutual professional interests.
- 4.) To instruct new searchers in the techniques of using various systems and data bases.
- 5.) To provide continuing instruction and improve the effectiveness of the membership as on-line searchers.
- 6.) To assist in solving universal problems that face on-line searchers.
- 7.) To represent the collective group of on-line searchers in the Chicago area.

ARTICLE I - ORGANIZATION

- A.) To be effective January 1, 1979, COLUG will meet once a month at a time and location specified by the Planning Committee.

B.) Elected Officials.

1.) COLUG will consist of three (3) elected officials:

- i.) Chairperson;
- ii.) Recording Secretary; and
- iii.) Treasurer

2.) Five (5) officials appointed by the Chairperson:

- i.) Publicity Coordinator;
- ii.) ASIS Representative;
- iii.) Programming Coordinator;
- iv.) Mailing List Coordinator; and
- v.) Membership Coordinator.

3.) COLUG membership is open to anyone who expresses an interest in on-line searching.

C.) Meetings can only be called by the Chairperson.

D.) The COLUG Planning Committee will consist of elected and appointed officials and any other COLUG members who wish to attend.

E.) The elections are to be held on an annual basis.

- 1.) There will be an election in every consecutive August.
- 2) Voting will be by mail. Ballots will accompany the August newsletter and will be tabulated by Labor Day.

F.) The Chairperson has the power to appoint:

- 1.) Publicity Coordinator;
- 2.) ASIS Representative;
- 3.) Program Coordinator;

- 4.) Mailing List Coordinator;
- 5.) Membership Coordinator;
- 6.) Any elected positions that may be vacant; and
- 7.) All other positions as necessary.

ARTICLE II - DUTIES

A.) Chairperson

It is the responsibility of the Chairperson to:

- 1.) Call all meetings;
- 2.) Run all meetings;
- 3.) Keep a calendar of COLUG activities;
- 4.) Maintain COLUG'S archives;
- 5.) Represent COLUG in the National On-Line Users Circuit and any other organizations that may arise; and
- 6.) Perform in any other manner necessary for the benefit of the group.

B.) Recording Secretary

It is the responsibility of the Recording Secretary to:

- 1.) Take minutes of all meetings;
- 2.) Edit and type the COLUG monthly newsletter; and
- 3.) Take over the group in the absence of the Chairperson.

C.) Treasurer

It is the responsibility of the Treasurer to:

- 1.) Handle all finances of the group;
- 2.) Collect dues; and
- 3.) Maintain the COLUG bank account.

D.) Publicity Coordinator

It is the responsibility of the Publicity Coordinator to:

- 1.) Handle all annual elections including ballot preparations and tabulations;
- 2.) Inform other organizations of COLUG'S activities (get COLUG activities on organizational calendars, e.g., SLA, ALA, MLA, etc.); and
- 3.) Provide all publicity for COLUG including information for user group column and Online Magazine.

E.) ASIS Representative

It is the responsibility of the ASIS Representative to:

- 1.) Represent COLUG to the Chicago Chapter of the American Society for Information Science; and
- 2.) Write and edit the COLUG column for the ASIS Speakeasy including:
 - i.) Summary of past meetings for the last quarter; and
 - ii.) Announcements of future meetings.

F.) Programming Coordinator

It is the responsibility of the Programming Coordinator to:

- 1.) See that meetings conform to COLUG meeting specifications (see ARTICLE IV); and
- 2.) Coordinate all special projects and special project committees (e.g., COLUG brochure, workshops, On-Line Introductory Guide, money making activities, etc.).

G.) Mailing List Coordinator

It is the responsibility of the Mailing List Coordinator to:

- 1.) Keep mailing list up to date;
- 2.) Maintain correct addresses of COLUG members; and
- 3.) Accept all new members and delete ex-members from the mailing list.

H.) Membership Coordinator

It is the responsibility of the Membership Coordinator to:

- 1.) Consistently try to increase COLUG membership;
- 2.) Provide an atmosphere conducive to interaction between COLUG members;
- 3.) Help existing members to get to know each other; and
- 4.) Provide material for name tags at meetings.

ARTICLE III - PLANNING COMMITTEE RESPONSIBILITIES

- A.) The Planning Committee should provide a variety of meeting times, places, and topics so as to allow service to a membership of diverse occupations, interests, and locations.
- B.) The Planning Committee will decide the times, places, and topics of meetings of the membership at least six (6) months prior to each meeting.
- C.) The Planning Committee will meet quarterly and any other time specified by the Chairperson.

ARTICLE IV - COLUG NEWSLETTER SPECIFICATIONS

- A.) The COLUG newsletter will be a monthly publication and will be edited by the Recording Secretary.
- B.) The COLUG monthly newsletter will include:
 - 1.) Details of the upcoming meeting;
 - 2.) Review of the last meeting; and
 - 3.) Any other announcements.

ARTICLE V - AMENDMENTS

All additions and changes to this Constitution and other By-Laws of COLUG must be approved by the Planning Committee.

Q. COLUG BYLAWS

Chicago OnLine Users Group
DRAFT Bylaws
February, 1979

Article I. Name

The name of this organization shall be the Chicago Online Users Group.

Article II. Objectives

The objectives of the Chicago Online Users Group shall be:

1. To promote the use of online searching in the Chicago area;
2. To make online searchers in the Chicago area aware of new developments in the field of online searching.
3. To provide a means for online searchers in the Chicago area to meet and discuss mutual professional interests.
4. To instruct new searchers in the techniques of using various systems and data bases.
5. To provide continuing instruction and improve the effectiveness of the membership as online searchers.
6. To assist in solving universal problems that face online searchers.
7. To represent the collective group of online searchers in the Chicago area.

Article III. Membership

Membership is open to anyone who shares an interest in the objectives stated in Article II.

Article IV. Officers and Duties

Section 1. Officers. The officers shall be a chairperson, a vice-chairperson, a recording secretary, and a treasurer.

Section 2. Terms of Office. The terms of office for each elected official shall be one year.

Section 3. Duties.

A. Chairperson.

1. Call and conduct meetings;
2. Maintain a calendar of COLUG activities;
3. Maintain a COLUG archive;
4. Represent COLUG in the National Online Users Circuit and any other organizations as appropriate;
5. Make appointments as provided in these Bylaws;
6. Perform other duties necessary for the benefit of the organization.

B. Vice-chairperson.

1. Be responsible for the production of the monthly newsletter, either directly or by appointment of an editor.
2. Perform all duties of the Chairperson in his or her absence.

C. Recording Secretary.

1. Take minutes of all meetings, and prepare a copy of the minutes for inclusion in the newsletter.
2. Conduct all necessary correspondence.

D. Treasurer.

1. Collect dues;
2. Handle all COLUG finances;
3. Maintain the COLUG bank account(s).

Section 4. Vacancies of Office. The Chairperson shall appoint a member of the organization to fill a vacancy in any of the elected offices. The Vice-chairperson shall complete the term of office of the Chairperson if that office becomes vacant.

Article V. Nominations and Elections

Section 1. Nominations and Elections Committee: The Chairperson shall appoint a committee to present a slate of candidates for election, prepare the ballot, tabulate the results and inform the membership of the results.

Section 2. Elections. Voting shall be by mail. Ballots will accompany the August newsletter, and will be tabulated by Labor Day. The Nominations and Elections Committee will establish and publicize the date by which ballots must be returned.

Article VI. Meetings

Section 1. Regular meetings. Regular meetings will be held monthly at a time and place to be announced in the newsletter.

Section 2. Special meetings. Special meetings may be called by the planning committee or by petition of five members.

Section 3. Quorum. A quorum for a regular or special meeting shall consist of 10 members.

Article VII. Planning Committee

Section 1. Composition. The Planning Committee will consist of elected and appointed officers, coordinators and chairs of committees, and any other members who wish to participate.

Section 2. Duties.

- A. Provide a variety of meeting times, places and topics to meet the needs and interests of a diverse membership.
- B. Set membership meeting times, places and topics semi-annually, and in sufficient time to allow members to make arrangements to attend the meetings.
- C. Act for the membership as a whole to further the goals of the organization.

Section 3. Meetings. The regular quarterly meetings will be held before or after a membership meeting. Other meetings may be called by the chairperson. A quorum shall consist of five members.

Article VIII. Coordinators and Committees

Members of the organization shall be appointed by the Chairperson to act as coordinators of publicity, programs, membership, and the mailing list. Other positions of this type, and other committees, may be established as needed.

Section 1. Duties.

A. Publicity Coordinator.

1. Inform other organizations of COLUG's activities (get COLUG activities on organizational calendars, e.g., ASIS, SLA, ALA, MLA, etc.);
2. Provide all publicity for COLUG including information for user group column in Online Magazine.

B. Program Coordinator.

1. See that meetings conform to COLUG meeting specifications;
2. Coordinate all special projects and special project committees (e.g., COLUG brochure, workshops, Online Introductory Guide, money-making activities).

C. Mailing List Coordinator.

1. Maintain current mailing list of active members;
2. Maintain correct addresses of COLUG members.

D. Membership Coordinator.

1. Consistently try to increase COLUG membership;
2. Provide an atmosphere conducive to interaction between COLUG members;
3. Help members to get to know each other;
4. Provide material for name tags at meetings.

Section 2. Terms. Terms for the coordinators shall be one year. Those for committees and their chairpersons shall be established when appointments are made.

Section 3. Vacancies. The COLUG chairperson shall appoint a member to fulfill an unexpired term.

Article IX. Newsletter

The COLUG newsletter will be a monthly publication which will include details of upcoming meetings; reviews of previous meetings; any other announcements and information of interest to the membership. The Vice-chairperson shall be responsible for the editing of the newsletter.

Article X. Amendments

The text of any proposed changes to these Bylaws shall be published in an issue of the COLUG newsletter. It shall be effective upon approval by a two-thirds vote of those present at the next regular meeting of the planning committee.

Article XI. Adoption

These Bylaws shall be published and made available to the membership for comment. They shall take effect immediately upon their subsequent approval by a two-thirds majority vote at a regular meeting of the planning committee.

Pamela C. Sieving
2/13/79

Article XI. Adoption

These Bylaws shall be published and made available to the membership for comment. They shall take effect immediately upon their subsequent approval by a two-thirds majority vote at a regular meeting of the planning committee.

Pamela C. Sieving
2/13/79